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Private School Choice Programs
Frequently Asked Questions - 2017-18 School Year
Application Verification

This Frequently Asked Questions document is intended to provide schools participating in the Private School Choice Programs guidance on verifying applications for the Milwaukee Parental Choice Program, Racine Parental Choice Program, and Wisconsin Parental Choice Program.

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Abbreviations/Definitions
DOR = Department of Revenue
DPI = Department of Public Instruction
MPCP = Milwaukee Parental Choice Program
OAS = Online Application System
Parent = Parent or Guardian
PSCP = Private School Choice Programs
RPCP = Racine Parental Choice Program
WPCP = Wisconsin Parental Choice Program

Please contact the DPI with any questions at PrivateSchoolChoice@dpi.wi.gov or call toll free 1-888-245-2732 ext. 3.

General Processing

1. **When must the school determine if an application is eligible and verify the application?**

   Schools participating in the MPCP and RPCP must determine if all applications are eligible the earlier of the following:
   - Within 60 days of when the school receives the application,
   - Prior to the next application period,
   - Prior to completing a random drawing, if applicable, or
   - Prior to the next count date.

   The school's random drawing must occur before the school's next open application period. MPCP and RPCP schools must also notify parents within **60 days** of receipt of an application of the acceptance or non-acceptance of the student. Notification may be made via mail or email.

   Schools participating in the WPCP must have all parent applications verified by May 1.

   Applications that are not verified in OAS within 60 days of the end of an application period will expire. These applications will be ineligible for a voucher. Parents of these students would need to re-apply in a future application period.

2. **Why do applications that are verified by the school switch back to the "Not Yet Verified" status?**

   Applications switch from the "Verified" status to the "Not Yet Verified" status when parents re-submit an application during an open application period (i.e. if a parent re-submits a February application again in February). Parents can make changes to applications (i.e. update income information, update addresses, etc.) through midnight of the last day of the application period. Schools must verify these applications again and review the documentation provided by the parent. Parents cannot make changes to an application after the open application period closes.

3. **Why do applications no longer show up on the school's Application Summary list?**

   An application will no longer show up on the school's Application Summary list when a parent deletes the school from the application and re-submits the application during the **same** open application period. This may occur for MPCP, RPCP, or WPCP applications.

   Schools should contact the parent if they have questions regarding the application. If the parent would like to apply to the school, the parent must re-submit the application.

   For example:
   1. A parent submits an application for their student to schools A, B and C in the February open application period.
   2. The parent goes back into the application during the February open application period, deletes school C, and re-submits the application for schools A and B. Parents can delete a school during the same open application period, even if the school has verified the application.
   3. The student's application will be on the Application Summary list for schools A and B but will be in not yet verified status, even if the school previously verified the application. The student's application will no longer be on the Application Summary list for school C because the parent deleted school C from the application.

Alternatively, if a MPCP or RPCP parent goes back into the online parent application during a **future** open application period to apply to additional schools and deletes schools they applied to during a previous application period, no changes will be made to the application(s) from the previous application periods. Continuing the example above, the same parent goes back into the application during the March open application period and deletes schools A and B and adds school D. The parent re-submits the application. The February applications for schools A and B will remain on the Application Summary list at schools A and B. The student's March application will be on the Application Summary for School D.

4. **How can schools find applications that need to be verified in OAS?**

The Application Summary screen in OAS allows schools to filter the list of applications by status, grade, student name, and enrollment period. Schools can find applications that need to be verified by selecting "Not Yet Verified" under Filter. Schools can also sort the applications in the Application Summary screen by clicking on the header of the titles.

Schools who participate in multiple programs must log in with different Choice program login credentials for the MPCP, RPCP and WPCP to see the applications for each program.

5. **What should schools do when they receive a duplicate application for a student who applied to the school in a previous application period?**

This applies to the MPCP and RPCP only. Parents can submit another student application for a student if the school has an additional open application period.

    Example:
      1. The parent submits an application in February.
      2. The school marks the February application as "I have verified that all students are eligible for (RPCP, MPCP) based upon the information provided during the open application period that the application was received."
      3. The parent submits another application in March for the same student.

The Application Summary in OAS has a column called "Multi App" which schools can use to identify possible duplicate applications or new applications for a student where the student was previously determined Ineligible by DOR. The "Multi App" column will include an asterisk by an application if there are other applications for the same student with the status of Not Yet Verified, Verified, Submitted, or Ineligible per DOR. The applications must have the same student name and birth date to be identified as a potential duplicate student. The school must review the application data to determine if the students are the same student or not.

MPCP and RPCP schools who receive an application for a student for whom they have received and verified an application during a previous open application period should mark the application as "This application is a duplicate of a previously verified student." Schools must mark the most recent application as the duplicate application.

If the previous application submitted was not eligible, the first application should be marked as, "This family is not eligible for the MPCP/RPCP based upon the information provided." The additional application should be reviewed to determine if it is eligible.

If there are multiple students on an application and some students are not duplicates, the school may email privateschoolchoice@dpi.wi.gov with the following: the date the application was received, all

students' legal names and students' dates of birth, and identification of the students who are duplicates and should be marked ineligible.

MPCP and RPCP schools must notify parents within 60 days of receipt of any application of the acceptance or non-acceptance of the student. This includes notifications for duplicate students. Notification may be made via mail or email.

6. **When should schools submit MPCP and RPCP applications?**

Schools may submit MPCP and RPCP applications after the end of an open application period. Only applications that have been verified may be submitted.

Applications for students that are on a school's waiting list should not be submitted. These applications should remain in "Verified" status until the student is offered a seat.

If the school tries to submit applications before the end of the open application period in which the application was received, the system will display a message that says "Too early to submit."

MPCP and RPCP schools must submit eligible applications in OAS in order for students to be included in any of the three Membership Reports. The Membership Reports count students by grade for purposes of state aid payments to choice schools.

These Membership Reports include:
• September 1 enrollment report (due September 1)
• 3rd Friday in September count report (due October 1)
• 2nd Friday in January count report (due February 1)

To submit applications in OAS, MPCP and RPCP schools should click on "Submit Apps to DPI" on the left OAS menu bar.

7. **How are WPCP applications changed to submitted status?**

Students that are in Verified status as of May 1 will be included in the DPI administered random lottery. Any students that are selected in the random lottery and accept the seat will be changed to submitted status by the DPI.

8. **What will the DPI do if a parent notifies the department that a change is required to the information in the online parent application?**

DPI will forward the email to the school, copying the parent, requesting the school work with the parent to confirm the information. The school must then email privateschoolchoice@dpi.wi.gov with a request to make a change if needed.

9. **Does a student need to complete another Choice application if the student attends a Choice school, goes to a different school or is homeschooled, and then comes back to the Choice school?**

Yes, if the student attends a different school or is homeschooled and comes back to a school, the parent must complete a new Choice application. If there are no remaining open application periods for that school year, the student would not be able to participate in the Choice program that year. The determination if the student will need to provide income documentation when reapplying is explained in question 12.

Student Name and Date of Birth

10. What if the student's name or date of birth in OAS is incorrect?

The student's first and last name in OAS must be the student's legal name and changed if incorrect.

The student's date of birth in OAS must be changed if incorrect.

Do the following items need to be changed in OAS if incorrect?

	Match Required?
First Name	Yes
Middle Initial	No
Last Name	Yes
Suffix (III, Junior, etc.)	No
Date of Birth (DD-MM-YYYY)	Yes

Corrections are made as follows for the student's first name, last name and date of birth (corrections are not required for the student's middle initial or suffix):

How to correct during the application period:
- New student (i.e. the student did not participate in the program they are applying for in the previous semester and was not on the waiting list in the previous school year): The school should tell the parent to change the name or date of birth in the online parent application and re-submit the application.

- Continuing Student or Waiting List Student (i.e. the student participated in the program they are applying for in the previous semester or was on the waiting list in the previous school year).

    i. Parent entered an incorrect name or date of birth in the online parent application and OAS is correct in the previous school year: The school should tell the parent to change the name or date of birth in the online parent application and re-submit the application.

    ii. Parent entered the correct name and date of birth in the online parent application but OAS is incorrect in previous school year: The school should email privateschoolchoice@dpi.wi.gov with the following: student's legal name, student's date of birth, student's current name in OAS, student's current birth date in OAS, and proof of legal name or date of birth (i.e. immunization record or copy of the Annotation of Birth Record/Facts Form. DPI will update OAS so OAS identifies the student as a continuing student or student that was on the waiting list. The DPI will then notify the school when the change is completed. Once the change is made by the DPI, the online parent application will not require income verification. The school must tell the parent to sign back into the online parent application and submit the application before the end of the open application period.

How to correct after the application period is over:
- The school must complete i. for all applications received during the February through September open application periods and ii. for corrections that are requested between October 1 and December 15:

i. The school should email privateschoolchoice@dpi.wi.gov with the following: student's legal name, student's date of birth, student's current name in OAS, student's current birth date in OAS, and proof of legal name or date of birth (i.e. immunization record or copy of the Annotation of Birth Record/Facts Form. DPI will update OAS so OAS identifies the student as a continuing student or student that was on the waiting list. The DPI will then notify the school when the change is completed. The school should not verify the application until this notification is received. The school may not identify any applications as eligible if the OAS Application Verification screen requires income support and the school did not receive the required income support during the open application period. As a result, it is extremely important that schools notify DPI of these changes as soon as possible. See question 1 under General Processing for information on when the eligibility determination for applications must be completed by.

ii. After October 1 through December 15: Since the student's information has already been provided to the school's auditor for completion of the September Enrollment Audit, schools should also notify their auditors to include the correction as part of the September Enrollment Audit.

- The school must complete i. for all MPCP applications received during the October through December open application periods and ii. for corrections that are requested after February 1:

i. The school should email privateschoolchoice@dpi.wi.gov with the following: student's legal name, student's date of birth, student's current name in OAS, student's current birth date in OAS, and proof of legal name or date of birth (i.e. immunization record or copy of the Annotation of Birth Record/Facts Form. DPI will update OAS so OAS identifies the student as a continuing student or student that was on the waiting list. The DPI will then notify the school when the change is completed. The school should not verify the application until this notification is received. The school may not identify any applications as eligible if the OAS Application Verification screen requires income support and the school did not receive the required income support during the open application period. As a result, it is extremely important that schools notify DPI of these changes as soon as possible. See question 1 under General Processing for information on when the eligibility determination for applications must be completed by.

ii. After February 1: Since the student's information has already been provided to the school's auditor for completion of the January Enrollment Audit, schools should also notify their auditors to include the correction as part of the January Enrollment Audit.

2016-17 application: If the information is incorrect for the 2016-17 school year, the school must notify their auditor that the change is required. The auditor must then include the required correction in the 2016-17 January Enrollment Audit.

Student New or Continuing Determination

11. Why does the student show as a new student on the online parent application and the student is a continuing student or was on the waiting list in the previous school year?

One reason for this is that the parent has entered a different student first name, last name, or birth date than was used in the previous school year. See question 10 for next steps.

Another reason is that the student is not a continuing student or was not on a waiting list based on DPI's records. If the student is not a continuing student or was not on a waiting list based on DPI's records, the parent must complete a new student application and the school must determine if the parent met the income requirements for the Choice program.

12. Does a student need to complete a new or continuing student application if he or she was counted on the previous count date as a Choice student, leaves the school, and applies to the school again?

The parent must complete an application. The student would be considered a continuing Choice student on the application and would not be required to provide income documentation.

The student is determined to be a continuing or new Choice student based on if the student was counted on the previous count date or was on a waiting list in the previous school year.

For example, a Choice student attended School A and was counted on the 2nd Friday in January by the school. After the 2nd Friday in January, the student went to a public school. The student applies in March at School A for the next school year. When the student applies, this student will be considered a continuing Choice student.

Student Gender

13. What if the student's gender is incorrect in OAS?

The student's gender must be changed if incorrect.

How to correct during the application period: The school should tell the parent to change the gender in the application and re-submit the application.

How to correct after the application period is over: Schools will email privateschoolchoice@dpi.wi.gov and include the following information in the email: current gender on the application, correct gender, student's name, and student's date of birth.

Student Grade Level

14. What if the student's grade level is incorrect in OAS?

The student's grade level must be changed if incorrect.

MPCP, RPCP & WPCP - How to correct during the application period: The school should tell the parent to change the grade level in the application and re-submit the application.

WPCP - How to correct after the application period is over: **For WPCP only, schools must notify DPI of any grade changes identified between April 21st and May 1st.** WPCP grade changes after May 1st must be completed via the September 1 Enrollment report (due in OAS by September 1), the 3rd Friday in September Count report (due in OAS by October 1), or the 2nd Friday in January Count report (due in OAS by February 1).

MPCP & RPCP - How to correct after the application period is over: The school can change the grade by making a request to DPI before July 31, or the school can change the grade through the enrollment/count reports.

- Before July 31: The school should email privateschoolchoice@dpi.wi.gov with the following: student's legal name, student's date of birth, incorrect grade level and correct grade level for the school year they are applying. DPI will make the change in OAS and confirm back to the school when the change is completed.

- After July 31: grade changes should be made by the school via the September 1 Enrollment report (due in OAS by September 1), the 3rd Friday in September Count report (due in OAS by October 1), or the 2nd Friday in January Count report (due in OAS by February 1).

Parent Name Incorrect in OAS

15. How can a parent's name that is misspelled or incorrect in OAS be corrected?

The parent's first and last name in OAS should be the parent's legal name and changed if incorrect.

Do the following items need to be changed in OAS if incorrect?

	Match Required?
First Name	Yes
Middle Initial	No
Last Name	Yes
Suffix (III, Junior, etc.)	No

Corrections are made as follows for the parent's first name and last name (corrections are not required for the middle initial or suffix):

How to correct during the application period: Schools should tell the parent to change the name in the online parent application and re-submit the application.

How to correct after the application period is over:
- Applications received during the February through September open application periods:

    i. By October 1: Schools will email privateschoolchoice@dpi.wi.gov and include the following information in the email: current parent name on the application, correct parent name, student's name, and student's date of birth. If the parent name is incorrect for multiple students, please include the student name and date of birth for each student.

    ii. After October 1 through December 15: Schools should notify their auditors to include the correction as part of the September Enrollment Audit.

- MPCP applications received during the October through December open application periods:

    i. October 1 through February 1: Schools will email privateschoolchoice@dpi.wi.gov and include the following information in the email: current parent name on the application, correct parent name, student's name, and student's date of birth. If the parent name is incorrect for multiple students, please include the student name and date of birth for each student.

    ii. After February 1: Schools should notify their auditors to include the correction as part of the January Enrollment Audit.

Address or School District Incorrect in OAS

16. How does the school correct an application if the school district in OAS is incorrect?

The school district determines which program a student is eligible for. For WPCP, it also determines the school district that is used for the random lottery. As a result, it is extremely important that any school district changes be made as soon as possible. See Step 1 of the Residency Documentation Bulletin for information on how to make these changes.

17. Does the address need to be updated in OAS if a student moves after they apply for the Choice program?

If a student moves after the open application period in which they applied, the address in OAS is generally <u>not</u> updated. The address should only be updated in OAS if a WPCP Incoming pupil is at a different address as of the 3rd Friday in September. See the "WPCP Application Verification for Incoming Pupils" section in the Residency Documentation Bulletin for additional information on how these changes are completed.

18. How can an incorrect address be corrected in OAS?

The address in OAS must be changed if the address is incorrect. The address must be where the student resides when the parent applies to the program.

Do the following items need to be changed in OAS if incorrect?

	Match Required?
Street Number	Yes
Street Direction (North, South, etc.)	Yes (abbreviations are allowed)
Street Name	Yes
Street Suffix (Lane, Road, Avenue, etc.)	Yes (abbreviations are allowed)
Unit/Apartment Number or Unit/Apartment Description (Upper, Lower, Unit E10, Apt 207, Lot 7, etc.)	No
City	Yes
State	Yes (WI)
Zip Code	No

If the address on the school district verification document does not contain one of the required matching elements, such as a street direction or a suffix, that element(s) should not be on the residency documentation or the OAS Application Verification screen. The school district verification document is the document that determines the correct school district for an address and is explained in Step 1 of the Residency Documentation Bulletin.

OAS does not need to be changed, so the school does not need to email DPI for differences in the street direction or street suffix that are due to period placement or the names being abbreviated versus not abbreviated. Some examples of differences that do not require a change to the information in OAS are as follows:

Residency Documentation	OAS
123 Main St.	123 Main Street
456 N 5th St	456 North 5th St.
1123 West Minster Avenue	1123 W Minster Ave

Corrections are made as follows for the street number, street direction, street name, street suffix, city and state (corrections are not required for the unit or apartment number, unit or apartment description, or zip code):

How to correct during the application period: Schools should tell the parent to change the address in the online parent application and re-submit the application.

How to correct after the application period is over:
- Applications received during the February through September open application periods:

  i. Before October 1: Schools will email privateschoolchoice@dpi.wi.gov and include the current address, correct address, student's name, and student's date of birth. If the address is incorrect for multiple students, please include the student name and date of birth for each student.

  ii. After October 1 through December 15: Schools should notify their auditors to include the correction as part of the September Enrollment Audit.

- Applications received during the October through December open application periods:

  i. October 1 through February 1: Schools will email privateschoolchoice@dpi.wi.gov and include the current address, correct address, student's name, and student's date of birth. If the address is incorrect for multiple students, please include the student name and date of birth for each student.

  ii. After February 1: Schools should notify their auditors to include the correction as part of the January Enrollment Audit.

Parent Name Incorrect on the Residency or Income Documentation

19. What if the parent's name on the residency or income documentation does not match the parent's name in OAS?

The following table includes the parts of the parent's name and the requirements for each part to match the residency or income documentation.

Does the school need to obtain additional residency or income documentation if the following items are incorrect?

	Match Required?
First Name	Yes
Middle Initial	No
Last Name	Yes
Suffix (III, Junior, etc.)	No

Schools can accept residency or income documentation and verify the student application if the parent's first name and last name on the documentation match OAS. If the parent's middle initial or suffix on the residency or income documentation do not match OAS, no further documentation is required.

Schools can also accept residency or income documentation and verify the student application if the parent's first or last name on the residency or income documentation is misspelled or is not the parent's current legal name if the following is completed:

For cases where:
   i.   The parent's name is incorrectly written on the supporting residency or income documentation; and
   ii. OAS has the correct legal name.

Some examples of these cases include:
- Hyphenated name (Sue Smith-Cole vs Sue Smith Cole)
- Name misspelled (i.e. Jennifr vs Jennifer, Joseph vs Josaph, Theresa vs. Teresa)
- Name abbreviated (Dan vs Daniel, Suzie vs Susan, Mike vs Michael)
- Multiple last names (Maria Gonzalez-Dominquez vs Maria Gonzalez)

The parent would email or provide a signed letter to the school stating "My correct legal name is (name in OAS). The name on my {residency or income} documentation is (name on documentation). My name is incorrectly spelled on the documentation and correct on the online parent application."

Schools must keep a copy of the original residency documentation and/or income documentation, if applicable, and the email or signed letter from the parent for the auditor review. Schools must follow up with the parent to receive the additional documentation as soon as possible. The documentation must be available for the auditor to review as part of the September Enrollment Audit (for applications received from February to September) or January Enrollment Audit (for applications received from October to January). If the additional documentation is not available by this time, the application will be determined ineligible.

For cases where:
   i.   The parent's first or last name has changed; and
   ii. OAS has the correct legal name; and

iii. The parent's legal name is not reflected on the supporting residency or income documentation.

The parent must provide additional documentation to verify their legal name (i.e. birth certificate, marriage certificate, divorce decree, certificate of naturalization, certificate of citizenship, etc.). **If a birth certificate, marriage certificate, certificate of naturalization, or certificate of citizenship is provided for a name change the school should not make a copy of the document.** Instead, the school should do one of the following and maintain the document in the student file:

- Birth certificate: Complete a copy of the [Annotation of Birth Record/Facts Form](#).
- Marriage certificate: The school should draft a letter that includes the following: (1) the first and last name of both spouses; (2) the date of the marriage; (3) the government entity that issued the marriage license (e.g., state registrar, local registrar, U.S. Dept. of State, or other foreign country); and (4) the signature and signature date of the school employee drafting the letter.
- Certificate of naturalization or certificate of citizenship: The school should draft a letter that includes the following: (1) the individual's legal name; (2) the date the document was issued; (3) the government entity that issued the marriage license (e.g., state registrar, local registrar, U.S. Dept. of State, or other foreign country); and (4) the signature and signature date of the school employee drafting the letter.

Schools must keep a copy of the original residency documentation and/or income documentation, if applicable, and the additional documentation for the auditor review. Schools must follow up with the parent to receive the additional documentation as soon as possible. The documentation must be available for the auditor to review as part of the September Enrollment Audit (for applications received from February to September) or January Enrollment Audit (for applications received from October to January). If the additional documentation is not available by this time, the application will be determined ineligible.

If the residency or income documentation is in someone else's name, the application would not be correctable using this method.

If the parent's name is incorrect in OAS, schools should refer to the "Parent Name Incorrect in OAS" section of this document.

Address Incorrect on the Residency Documentation

20. What if the address on the residency documentation does not match the correct address in OAS?

The following table includes the parts of an address and the requirements for each part to match the residency documentation.

Does the school need to obtain additional residency documentation if the following items are incorrect?

	Match Required?
Street Number	Yes
Street Direction (North, South, etc.)	Yes (abbreviations are allowed)
Street Name	Yes*
Street Suffix (Lane, Road, Avenue, etc.)	Yes* (abbreviations are allowed)
Unit/Apartment Number or Unit/Apartment Description (Upper, Lower, Unit E10, Apt 207, Lot 7, etc.)	No
City	Yes*
State	Yes (Wisconsin or abbreviation)
Zip Code	No

*If the street name, street suffix, or city is misspelled on the residency documentation, the documentation may be accepted if the parent emails or provides a signed letter to the school stating the correct address (which must match OAS) and that the street number, street suffix, and/or city is misspelled on the documentation. Schools must keep the email or signed letter from the parent for their auditor review. OAS must have the correct address information.

Some examples of spelling mistakes that could be accepted:
- Fond u Lac vs Fond du Lac
- W Mariner St vs W Mariners St

Schools can accept residency documentation and verify the student application if the street number, street direction, street name, street suffix, city and state match OAS. The unit or apartment number, unit or apartment description, or zip code on the residency documentation does not need to match OAS and no further documentation is required if these address parts do not match.

If the address does not contain a street direction and/or suffix and the school district verification document confirms the address does not contain these items, the street direction and/or suffix should not be on the proof of residency documentation provided by the parent or in the OAS Application Verification screen. The school district verification document is the document that determines the correct school district for an address and is explained in Step 1 of the Residency Documentation Bulletin.

If the school identifies that the residency documentation does not meet all of the requirements during its acceptance/denial process, the school may obtain additional residency documentation if the original residency documentation included one of the parent's names and an address. Please see page 3 of the Residency Documentation Bulletin for further information.

Income Verification

21. Can a parent appeal a DOR determination of ineligibility?

No. The DOR determination is final.

The parent can apply to the PSCP in a future school year.

22. Can a parent apply again for the same school year if they were determined ineligible by DOR?

No. Parents who were determined ineligible by DOR cannot apply again for the same school year.

The parents can apply to the PSCP in a future school year.

If a parent submits another application for the same student using a different email address, the school should mark the application as "The family is not eligible for the MPCP/RPCP/WPCP based on the information provided."

The Application Summary in OAS has a column called "Multi App" which schools can use to identify possible duplicate applications or new applications for a student where the student was previously determined Ineligible by DOR. The "Multi App" column will include an asterisk by an application if there are other applications for the same student with the status of Not Yet Verified, Verified, Submitted, or Ineligible per DOR. The applications must have the same student name and birth date to be identified as a potential duplicate student. The school must review the application data to determine if the students are the same student or not and if they are identified due to a student being determined ineligible by DOR.

23. Can a parent switch to the DPI income determination method and apply again if they were determined ineligible by DOR?

No. Parents who were determined ineligible by DOR cannot apply again for the same school year.

These parents can apply to the PSCP in a future school year.

24. When can a parent switch the income determination method from DOR to DPI during an open application period?

A parent who meets one of the criteria below can switch the income determination method during an open application period:

- The parent has not had any school complete the DOR eligibility check; or
- DOR found no records for the parent when the school completed the "preliminary DOR check".

In order to switch to the DPI method, the parent should change the income determination method to the DPI method in the online parent application and complete the subsequent income screens. The parent

must then re-submit the application. The parent must submit the required supporting income documentation to the school before the end of the open application period.

25. What if DOR cannot find records for the parent when the school completes the preliminary DOR check?

Since the DOR may not have records available for the parent, schools are encouraged to complete the DOR method before the end of the open application period. If the DOR does not have records, the parent will then still be able to change the income method to DPI and complete the requirements for the DPI method.

During the application period: The school should tell the parent to switch to the DPI income determination method. See question 26 for further information.

After the application period is over: This application is not correctable and would be ineligible. The parent could apply in a future application period.

26. Can a parent switch the income determination method from DPI to DOR during an open application period?

Yes, if the application hasn't already been determined ineligible based on exceeding the income limits. Parents should change the income determination method to the DOR method in the online parent application. The parent must then re-submit the application. The parent must provide the social security number to the school. Since the DOR may not have records available for the parent, schools are encouraged to complete the DOR method before the end of the open application period.

27. Can a parent or school switch the income determination method after the open application period ends?

No. The income determination method cannot be switched after the open application period.

28. What if the income forms or amounts provided by the parent do not match the information the parent entered in the online parent application for the DPI method?

The school should refer to the Income Documentation Bulletin. Please see page 3 called DPI's Income Eligibility Determination Method.

School District Verification

29. Where can a school find information about the methods for verifying a student's school district?

Schools should refer to the [Residency Documentation Bulletin](#).